Heritage Museums & Gardens Introduction

Heritage Museums & Gardens is located on 100 acres of magnificent gardens and trails on the banks of Shawme Pond in Historic Sandwich. Heritage is especially famous for our Dexter rhododendrons that bloom from late May into early June. In addition to the gardens, Heritage offers indoor galleries featuring collections of antique automobiles, American art and history objects, a 1908 carousel, and rotating special exhibits.

Visiting the Museum

Arrival: When you arrive at the Museum, you will be greeted at your bus by a staff member to help guide your admission to the museum. We ask that students remain on the bus until oriented, at which time your greeter will direct groups to the lunch storage location and introduce them to their museum guide. The person in charge of checking in your group and/or for payment should check in at The Shop at Heritage; any outstanding balance is due upon arrival.

Chaperones: All groups must be accompanied by one adult chaperone for every ten students (plus district-mandated one-to-one aides). Chaperones should keep the group together, make sure that students are aware of safety and behavior rules, and cooperate with Museum staff. Please distribute Chaperone Information guidelines to all participating chaperones; these can be found at the end of this document.

Lunch: There are some lovely picnic areas around the grounds should you choose to have lunch at Heritage. The main outdoor picnic facility is an uncovered field located to the left of the Magnolia Café and is available on a first-come, first-served basis. There is lunch storage space available nearby the picnic area, which your greeter and/or museum educator will direct you towards. Please be aware that storage space is limited, outdoors, and Heritage cannot be responsible for lost or stolen items. The café is not available for day-of group purchases; however, if you would like to pre-order boxed lunches you may do so a minimum of one week prior to your visit by contacting The Casual Gourmet at 508.775.4946.

Programs: All student groups will be met by a staff greeter at their bus. If you have booked an Amazing Place Guided Tour, your museum educator will also meet you upon arrival. Your greeter will board your bus and give the students a brief orientation and provide directions to key locations.

Hidden Hollow™: Please note that visits to Hidden Hollow™, our outdoor discovery center, are included with admission and do not have a scheduled visit time. Please note that Hidden Hollow is open to general visitors while your students are present, so be kind and remind everyone to share the space.
Museum Manners

Please make students aware of the following rules to ensure the safety of your group and of Heritage’s collections:

**For the safety of the collections:**
- We prefer that students do not bring bags into the museums. Please leave all bags in the lunch storage location or on the bus; Heritage has limited space and cannot be responsible for large items.
- No eating, drinking, chewing gum, or smoking in any of the buildings.
- Please do not touch exhibit materials and cases unless invited to do so by a Heritage staff member. The oils and salts in our skin can cause irreparable damage to these priceless artifacts.

**For the safety of the students:**
- We ask that you do not run in any of the buildings or in the gardens.
- You may walk on the grass, but please remember that our plants are part of the collections and therefore you may not pick any living flowers or leaves.
- Stay with your group; Heritage is large and we do not want anyone to get lost. We ask all students to remain with chaperones at all times and no one should wander away from the group.
- Heritage is not responsible for lost or damaged items.
- Respect each other by raising hands to speak, listening quietly, and keeping your hands to yourself.

**For the consideration of other visitors:**
- Use appropriate voice levels; please no yelling, especially inside the buildings.
- The café cannot accommodate large groups. Student groups are welcome to eat lunch in the picnic area by the field to the left of the café. Please dispose of trash in proper receptacles.
- Heritage’s transportation is intended to be used for those who need mobility assistance. It is not to be used by student groups except if arranged ahead of time for those who need assistance.
- Hidden Hollow™ is open to all visitors regardless of student group presence; therefore, please remember to share the space and materials.

**More Information**

Please go to [www.heritagemuseumsandgardens.org](http://www.heritagemuseumsandgardens.org) for more information about current and upcoming exhibits, visitor information, and additional program offerings. If you booked an Amazing Place Guided Tour please check out our student groups page for pre-and post-visit activities and materials.

**Have Fun!**
When you receive your confirmation:

☐ Check the date, time, and program description to ensure accuracy. Call 508.888.3300 x 120 with questions.

☐ Share the Museum Guide for Educators as well as pre-and post-program materials with all participating teachers.

One week before your visit:

☐ Use the “Museum Manners” section of the Museum Guide for Educators to acquaint all students with what behavior is expected and acceptable in a museum.

☐ Utilize pre-visit materials and introduce students to lessons, themes, and vocabulary.

☐ Remind students to bring a bag lunch for their field trip. Please notify The Casual Gourmet ahead of time if you will need to purchase lunches.

☐ Check the weather! All tours involve some walking outdoors. Prepare students to dress appropriately: comfortable shoes/boots and jackets/raincoats (if applicable).

The morning of your visit BEFORE arrival:

☐ Plan to arrive fifteen minutes prior to the start of your program. Should you experience any problems that will delay your arrival, please call 508.888.3300 x 142.

☐ We suggest seating students on buses according to touring groups/classes for ease of unloading.

☐ Fill-in and distribute Chaperone Information sheets so that adults may review guidelines on the way to the Museum.

☐ You may wish for students to have a snack on the bus, as lunch follows your tour and usually happens around 11:30 am or later.

At Heritage Museums & Gardens:

☐ A staff member will greet and board the bus at arrival to give instructions and, if necessary, match groups to museum guides.

☐ Please have one teacher prepared to check in the group and, if necessary, pay admission. PLEASE know the total number of adults and students in your group, including chaperones. Admission may be paid by cash, check or credit card. Reminder: adults not included in the group count must pay separately for admission.

☐ Distribute wristband tickets to all pre-paid chaperones; only adults require a wristband for admission.

☐ Most importantly- Enjoy Your Visit!
Thank you for joining in today for this school field trip! You are a very important part of your group’s visit. Help students use their observation skills, ask questions, navigate the gardens, and follow Museum guidelines for a great experience. Buildings and gardens are spread out so please plan for travel time between events during your day.

**Your role:**
- supervise your group and help them obey rules
- keep students together at ALL times
- ensure the timeliness of your group back to the bus
- have fun and learn, too!

**Students are allowed to:**
- walk on the grass
- sit in the Penske Race Car and the Model T in the Auto Gallery
- play with interactive materials designated by signage
- explore the gardens, galleries, and walking trails
- shop in the store with supervision-small groups of no more than 10 students at a time, please

**Students are asked NOT to:**
- touch Museum objects or exhibit cases
- pick living plants or flowers
- run or yell in the galleries
- eat, drink, or chew gum in the galleries
- smoke or chew tobacco
- ride on the transportation vehicles- unless prior arrangements were made
- eat at Magnolia Café- teachers can pick up boxed lunches if pre-ordered to eat at the picnic area

**Common Questions:**

**Where are the restrooms?**
Standard and accessible restrooms are located at the Main Entrance across from the Shop at Heritage. Additional restroom facilities can be found in the Auto & Carousel Galleries as well as near Hidden Hollow™. Maps are located across the property with amenities marked; we suggest you take a picture of the map with your phone for quick reference.

**Where can we enjoy our lunch?**
Small groups are welcome to picnic anywhere around the grounds. Lunch storage and the main picnic table location is located between the Auto Gallery and the Magnolia Café.

**What do I do if a child becomes ill?**
Please find a Heritage staff member, identified by their silver nametag and badge worn around the neck, and they will get you immediate help. Gallery Interpreters wear navy shirts and security wears black for easy identification.

**Students assigned to your group:**

**Helpful Reminders**
Meet for lunch at this time:  
__________________
Return to the bus at this time:  
__________________
Notes: